



Job Description

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Job Title Warehouse Clerk and Facilities Coordinator	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Warehouse Clerk and Facilities Coordinator will be responsible:

For orchestrating the movements and storage of goods in a warehouse and Fleet Management.

Responsibilities

Overseeing supply and Distribution within the warehouse:

- Ensure that incoming stock is received and stored correctly and safely in the warehouse. Locate the items needed and prepare them for loading.
- Monitor incoming and outgoing stock for obvious faults or defects and report these to a supervisor or senior manager.
- Be aware if there are faults in warehouse equipment, particularly if these pose a threat to workers' health and safety.
- Check orders against original purchase documents and ensure that shipment contents are double-checked for accuracy.
- Conduct audits of warehouse stock and measure performance indicators such as time taken to fulfil an order.
- Oversee the process of receiving goods by ensuring that the quality and quantity of goods match the order forms.
- Record damaged goods and follow corrective procedures to oversee the replacement of goods or restoration of funds in a timely manner.
- Provide source documents to Warehouse Clerk. Capture goods receipt entries on the company's purchasing system.
- Oversee the transportation of stock to the correct storing areas in a timely manner by making use of the appropriate equipment e.g. forklifts and pallet jacks.
- Ensure that all inventory items are properly labelled and readily accessible by implementing the defined labelling procedure.
- Ensure correct products are picked as per picky slip, packed neatly and wrapped.
- Schedule regular maintenance to be conducted on warehouse equipment (e.g. forklifts).
- Ensure that correct goods and amounts are packed and distributed according to distribution requests by conducting regular as well as random quality checks.
- Ensures a building's services meet workers' needs.
- Performs preventative maintenance on building systems, plumbing, electrical and related components.
- Responsible for basic maintenance and repair of the facility, including interior and exterior.

Education & Qualifications

NQF Level:

- NQF Level 4 – National Senior Certificate.

Qualification Preferred:

- Industry-recognised training in facilities.

Requirements

- 2 years + experience in warehouse, forklift operator and distribution operations
- 2 years + experience in Facilities environment

Characteristics

- Knowledge of logistics and warehousing principles
- Knowledge of e-warehousing tools including databases
- Team-working & Supporting
- Serving Customers, Clients & Communities
- Communicating & Presenting
- Writing & Reporting
- Creating & Innovating
- Forming Concepts & Strategies
- Delivering Quality

Reporting To

Head Office Regional Manager

Driving Licence

Not Required

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